

## **Request for Plans**

Please read carefully all information provided below:

- 1. One form must be completed per property.
- 2. The payment of the \$90.00 fee includes 15 x A3 and 10 x A4 copies (additional copies will be charged at a rate as per current 2025/2026 Fees and Charges). This payment is compulsory and must be made in full at the time of application before the information will be sought or copied.
- 3. Please specify the type of information you require to avoid unnecessary photocopying, paper usage, costs and irrelevant information.
- 4. Duplication of plans larger than A3 size will be in A3-sized portions.
- 5. Permission from the owner must be sought via written correspondence with attached proof of identity or signature thereof in the relevant owner section.
- 6. Should the information not be available, the costs will be attributed towards the time spent searching. Fees are non-refundable.
- 7. Requests may take up to 10 working days from the time the fee is paid (and remittance provided) once request has been submitted. Completed requests can be submitted to sdwk@sdwk.wa.gov.au or in person at the Shire Administration Office, 30 Loch Street, Derby WA.

## Property

Owner details and signature must be completed if different from the applicant

Assessment Number:	ature must be completed if uniferent no		
Lot Number:			
Street Number:		Unit Number:	
Street Name:		Suburb:	

## Use of Information

Copies of the above information is required for the purpose of:

·	Alterations/Extensions	
	To provide a copy to a prospective purchaser or real estate agent	
	Other (please provide details):	

## Select one or more of the following:

Provision of copies of plans which have been lodged with Council for approval to construct buildings on the property.

Site Plan
Structural Plans
Floor Plan/s
Septic Plan

Please note: The Shire does not have copies of sewer and water lines. The Water Corporation will need to be contacted to obtain these.

Derby

**3** (08) 9191 0999

30 Loch Street

Sdwk@sdwk.wa.gov.au 

PO Box 94, Derby WA 6728

PO Box 94, Derby WA 6728

Representation

PO Box 94, Derby WA 6728

PO Box 95, Derby WA 6728

Fitzroy Crossing

√ (08) 9191 5355
 ✓ sdwk@sdwk.wa.gov.au

Flynn Drive PO Box 101, Fitzroy Crossing

⊕ www.sdwk.wa.gov.au



Delivery Method									
Collection from Shire o	Collection from Shire of Derby/West Kimberley Administration Office, 30 Loch Street, Derby								
Mail to:	Mail to:								
Please scan & email (lii	Please scan & email (limited to A4 & A3):								
<b>Applicant Details</b> Owner details and signature mu	it be completed if different fror	n the applicant							
Applicant name (please print):									
Postal Address:									
Contact phone no.									
I acknowledge that I am not the any other person. I confirm that other purpose other than that as	if the Shire of Derby/West Kim	berley provides copies of p	lans to me I	will not					
Signature:				Date:					
Owner/s' Details Proof of identity required (Certif	ied copy of Driver's licence or p	assport must be provided)							
Owner name (please print):									
Postal address:									
Contact phone number:									
I confirm that if the Shire of Den than that as set out above and t			t use them fo	or any oti	her purpose other				
Signature:				Date:					
SHIRE OFFICE USE ONLY		Dualing Assessments	Plans on fi	lo: V	es No				
Date of request:		Prelim. Assessment:	Platis Off fi	ie i	es No				
Receipt date:  Date provided to Applicant:		Receipt #: Central Records Registration No:							
		nobistration No.							

Derby

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30 Loch Street ☑ sdwk@sdwk.wa.gov.au PO Box 94, Derby WA 6728 Fitzroy Crossing

ABN: 99 934 203 062

**3** (08) 9191 5355 ☑ sdwk@sdwk.wa.gov.au Flynn Drive PO Box 101, Fitzroy Crossing